

West Bountiful City

Request for Proposal

for

Golf Maintenance Equipment Plan

October 19, 2012

October 19, 2011

Dear Vendor:

The City of West Bountiful invites you to submit a proposal to provide **Golf Course Maintenance Equipment**. The attached Request for Proposal (RFP) describes the anticipated services required.

The RFP also outlines the information that should be included in your proposal. The proposal must be submitted by **4:00 P.M. on Thursday December 13, 2012** to:

Heidi Voordeckers
City Recorder / Auditor
550 N 800 W
West Bountiful, Utah 84087

Direct all questions to the City Recorder at (801) 292.4486 or via email to hvoordeckers@westbountiful.utah.gov.

We appreciate the effort you are making to provide a complete proposal and look forward to receiving your response.

Very truly yours,

Craig S. Howe
City Administrator

City of West Bountiful

Request for Proposal

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APPENDICES

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City of West Bountiful Request for Proposal Vendor Contact Information

Company Name _____

Address _____

City/State/Postal Code _____

Contact Person _____

Contact Phone _____ Work _____ Cell _____

Contact Email _____

Proposal Checklist

The following checklist is offered as a guide to assist you in ensuring that your proposal addresses the major requirements of this Request for Proposals (RFP). However, it is not intended as a complete list of all proposal requirements. Proposers are cautioned to review the requirements of each and every section of the RFP to ensure their proposals are totally responsive.

Task	RFP Ref. Page	Proposal Ref. Page
Vendor Contact Information	ii	_____
Number of Proposal & Documentation Copies	4	_____
Understanding of Services Requested	2	_____
Proposal Completeness and Format	2	_____
Information About Your Company	2	_____
Client References	3	_____
Information About Proposed Project Team	3	_____
Response to Supplemental Questionnaire	A-1	_____

1 Proposal Information

1.1 General

Introduction

This section of the Request for Proposal (RFP) outlines the proposal submission requirements and provides information on the desired format for proposals. It contains the instructions governing the proposal to be submitted and the material to be included therein, including mandatory requirements (which must be met to be eligible for consideration) and other requirements to be met in each proposal.

Invitation to Propose

The City of West Bountiful is hereby advertising to prospective Golf Course Equipment proposers who have experience in the public sector. Prospective proposers are responsible for making printed copies as required to satisfy their needs. The RFP will be available at the City web site at: www.westbountiful.utah.gov.

Proposers are encouraged to inform the City of their intent to respond via email to the City Recorder and to initiate preparation of proposals immediately upon receipt so that adequate time is available to prepare a comprehensive and complete response.

Incurring Costs

The City of West Bountiful is not liable for any costs incurred by proposers prior to issuance of an agreement, contract or purchase order. Costs of developing the proposals, oral presentations or any other such expenses incurred by the proposer in responding to the RFP are entirely the responsibility of the proposer, and shall not be reimbursed in any manner by the City.

Addendums, Supplements or Amendments to Request for Proposal

In the event that it becomes necessary to revise any part of this RFP due to inquiries raised, an addendum, supplement or amendment to this RFP will only be provided to proposers who received the RFP and those that have registered with the City.

1.2 Calendar of Events

The following table outlines the City's planned calendar of major events related to the RFP distribution, proposal submission, evaluation, and selection processes. All times are stated in Mountain Time.

- | | | |
|----|--|-------------------|
| 1. | RFP advertised to prospective proposers | October 19, 2012 |
| 2. | Proposal submission deadline (4:00 P.M.) | December 13, 2012 |

3. Select preferred proposer

February 22, 2013

4. Council Approval

March 5, 2013

The City reserves the right to amend the above schedule as necessary.

1.3 Proposal Format

Format of Proposal

Please minimize the bulk of original writing and make maximum use of your standard brochures and materials. Your proposals must follow the format prescribed below. **Failure to complete and furnish all information requested in the form and format specified may result in disqualification.**

<u>SECTION</u>	<u>TITLE</u>
I.	Executive Summary
II.	Understanding of Project Goals and Expectations
III.	Vendor Qualifications and Experience
IV.	Proposed Implementation Project Team Qualifications and Experience
V.	Client References
VI.	Response to Supplemental Questionnaire
APPENDICES	(Organization Left to Proposers)

Feel free to include any material that will add to the persuasiveness of your recommended approach. However, if the materials do not directly address the stated requirements, please include them in an appendix or separate volume. We will review and consider all material submitted, but want to concentrate our efforts on the material that directly addresses the City's stated needs.

As noted later in this Section, required pricing forms are to be submitted in a separate, sealed envelope.

Understanding of Services Requested

Proposals should indicate the Proposer's understanding of project goals and expectations and must respond to all requirements of this RFP.

Information About Your Company

Please provide information that will enable us to evaluate your company's financial stability, track record, and support capabilities. We require that you include the following:

- (1) The two most recent audited financial statements;
- (2) Ownership of your company (Form of Business with Principals);
- (3) Number of years in business;
- (4) Total number of local government clients.

Information About Your Proposed Team

Please provide information that will enable us to evaluate your proposed team and staff resources. We require that you include the following: Account Manager and Service Manager with their associated experience.

Client References

Please provide a list of **at least five** paying municipal customers of your company who have retained your services. The list should provide a customer name, population, number of employees, and their financial system vendor. For each customer reference, include contact names, phone numbers, and email addresses for financial staff.

Proprietary Information

Any restrictions on the use of information contained within a proposal must be clearly stated in the proposal itself. Proprietary information submitted in response to this RFP will be handled in accordance with applicable City of West Bountiful Purchasing Policies and the Utah State Statutes. The City shall incur no liability due to release of information from a proposer labeled "proprietary" or "confidential." Separate proposer documentation submitted in support of proposals will be treated as proprietary and confidential, if properly labeled as such.

Response Material Ownership

All material submitted regarding and in response to this RFP becomes the property of the City of West Bountiful and will only be returned to the proposer at the City's option. Any person may review responses after final selection has been made. The City of West Bountiful has the right to use any or all system ideas presented in reply to this request, subject to limitations outlined above in "Proprietary Information." Disqualification of a proposer does not eliminate this right.

City Clarifications

The City reserves the right to obtain clarification of any point in a proposer's proposal or to obtain additional information necessary to properly evaluate a particular proposal. Failure of a proposer to respond to such a request for additional information or clarification may result in rejection of the proposer's proposal.

1.4 Proposal Submission

The proposal package shall be delivered to:

Heidi Voordeckers
City of West Bountiful
550 N 800 W
West Bountiful, Utah 84087
801.292.4486

Proposals must be received prior to **4:00 P.M. Mountain Time on December 13, 2012**. Proposers must allow sufficient delivery time to ensure receipt of their proposal by the time specified.

Three (3) copies of the proposal should be sealed in a package showing, in addition to the address shown above, the following information on the outside:

1. Proposer's Name, Contact, Phone number, and Email address
2. Proposal - City of West Bountiful Auditor
3. Proposal due: February 28, 2013.

The proposal must be signed by a person(s) legally authorized to bind the proposer.

Three (3) copies of the pricing proposal should be submitted in a separate, sealed envelope showing, in addition to the address shown above, the following information on the outside:

1. Proposer's Name
2. Pricing Proposal - City of West Bountiful Auditor – Pricing Forms
3. Proposal due: February 28, 2013.

Late proposals will not be accepted or considered.

1.5 Selection Process

Evaluation

The City's Proposal Evaluation Team who consists of the Golf Advisory Committee will;

- Evaluate all proposals submitted as a result of this RFP.
- Vendors may be invited to perform demonstrations of equipment for the Golf Advisory Committee.
- This team will present its recommendation to the City Council prior to negotiations.
- Following successful negotiations, the City Council will review for their final approval.

In order to receive consideration, responses must address all aspects of the requirements specified in the Proposal Response Forms.

Acceptance of Proposal

Failure to furnish all information requested in the form and format specified may disqualify a proposal. The contents of the proposal of the successful proposer will become contractual obligations, if an agreement is executed. Failure of the successful proposer to accept these obligations in a purchase agreement, purchase order or contract, or similar acquisition instrument may result in cancellation of the award and such proposer may be removed from future solicitations.

False or Misleading Statements

If, in the opinion of the City, a proposal contains false or misleading statements or references, it may be rejected.

Other Reservations

The City reserves the right to accept or reject any and all proposals. Further, in the event that funds are not available or are terminated, no contract resulting from this RFP will be executed.

Rejection of Proposals

Issuance of this RFP in no way constitutes a commitment by the City of West Bountiful to award a contract. If it is deemed in the best interest of the City to do so, the City of West Bountiful reserves the right to reject any or all proposals and to waive any informalities and minor irregularities in proposals received or to accept any portion of a proposal or all items proposed, or to reject any and all proposals received in response to this RFP, or to cancel the RFP.

Award of Proposal

The contract will be awarded to that proposer whose proposal and client references present a product that will be the most advantageous to the City of West Bountiful. The City reserves the right to negotiate with the proposer selected in the evaluation process for this RFP to acquire the combination of services that best meets its needs within any limitations of available funding. The City further reserves the right to select multiple proposers for specific products according to its best interest.

1.6 Miscellaneous

No Discrimination in Employment

In connection with the performance of work for this project, the Contractor agrees not to refuse to hire, discharge, promote or demote, or to discriminate in matters of compensation against any person otherwise qualified, solely because of race, creed, color, religion, sex, age, national origin or ancestry; and further agrees to insert the foregoing provision in all subcontracts hereunder.

2 Background Information

The City of West Bountiful is located in South Davis County. It has convenient access from I-15 and the Legacy Parkway. The City has a rural flavor yet is close to all of the amenities of the greater metropolitan area. There are about 5,600 residents in the community of 1,510 households.

The City Government is comprised of an Elected Mayor and a five member City Council. Appointed officials include: City Administrator, Chief of Police, City Recorder / Auditor, City Treasurer.

20 Full-time benefitted employees serve the City with upwards of 40 part-time, seasonal, employees during the summer months. The City has 4 main departments including: Administration, Police, Public Services, and the Golf Course.

The City owns and operates the Lakeside Golf Course. Specific equipment utilized to maintain the Golf Course includes mowers in the following classes:

- Greens mowers – utilized for Greens, Collars, and Tees
- Fairway mowers
- Rough Mowers

3 Services Requested

This solicitation is specifically as follows:

- Provide proposal to engage the City in a long term Golf Course Maintenance Equipment plan that provides the following:
 - Specialized greens equipment with easily interchangeable reels, including verti-cutting
 - Fairway equipment
 - Rough equipment (also suitable for mowing parks)
 - The plan needs to be flexible in allowing equipment to pass through its life cycle at various times (staggered implementation).
 - Provisions to retire equipment and replace it should the cumulative repairs exceed the initial value (even prior to lease end, if leasing)
- Provide proposed rotation schedule according to your manufacturer's specifications to keep the equipment in top operational shape while avoiding excessive maintenance.
 - Examples might include: Greens class equipment 5 to 7 years, Fairway equipment 7 to 10 years, Rough equipment 7 to 10 years.
- Appendix A includes:
 - Current equipment inventory
 - Current use schedule
 - Additional equipment needed (over time)
 - Desired future equipment inventory
- The proposer should propose a means of reasonably moving from our current inventory to future desired inventory over time to implement and then maintain the rotation of equipment.

The City strongly encourages each proposer to contact the Golf Course Superintendent, Marcus Fenton, to discuss the current and long term needs of the course and to obtain a vision of the Equipment Replacement Plan desired. It is the desire of the City to develop partnerships that will take advantage of the proposer's expertise combined with the local knowledge of our course to obtain the best possible solution to care for the Lakeside Golf Course. Direct participation with the Superintendent is being made available to this end. The Golf Course Superintendent may also include discussions with the Public Works Director as some of this equipment shall be utilized in the City Parks as well as the Golf course.

Appendix A

APPENDIX A

CURRENT INVENTORY

Areas/USE	Unit	Make	Model	Year	Hrs	Serial	Status
Greens	1	Toro	Greensmaster 3150	2003	2060	240000728	
	2	Toro	Greensmaster 3150	2005	2001	250000755	
	3	Jacobson	Greens King IV	?	2330	?	Leaking
Tees/Collars	1	Toro	Greensmaster 3000	1992	5374	20527	Leaking
	2	Toro	Greensmaster 3050	1997	4774	70438	Blown Engine
Fairways	1	Jacobson	LF 2500	?	1197	94502300165	
	2	Toro	Reelmaster 5400-D	2001	2925	21000515	
Rough / Park	1	Jacobson	HR 5111	?	4887	3221	
	2	New Holand	Lastec – pull behind	?	1656	?	
	3	Toro	Reelmaster 3100-D	2001	3608	210000947	Waiting Parts
	4	Toro	Groundsmaster 328 D	2004	2143	240000161	
	5	Jacobson	Tri-King 1900-D	?	2967	1759	
	6	Jacobson	HR 6010		697		Electrical Problem
	7	Grasshopper	725 D		437		

FUTURE INVENTORY BY USE

It is expected that there will be five “Greens Class” mowers that are used as follows:

- Two Greens
- Two Collars and Tees
- One verti-cut and backup for Greens or Collars and Tees
- The five mowers that are used for Greens, Collars, and Tee boxes are to be homogenous and cycled through from Greens, to Collars and Tees as their life cycle progresses. They should have the following characteristics:
 - 8 reels and 11 reels
 - Interchangeable “quick change” reel assemblies
 - Height capability from 1/8 inch to 5/8 inch

The Fairway Mowers should have the following characteristics:

- Reel mowers
- Cutting swath of 100 inches
- Height capability from ½ inch to 1 ¼ inches

It is expected that the Rough / Parks Mowers will be a mix of capabilities. This portion of the fleet does not need to be homogenous and shall be composed of several units with the following characteristics:

- General characteristics
 - Rotary blades
 - Free floating contour deck
 - Height capability from 1 ½ inches to 3 inches
- Specific configurations (total of 4 mowers ultimately)
 - One Rough Mower
 - 5 to 7 heads
 - 9 to 12.5 feet swath
 - Two Rough Mowers
 - 3 heads
 - 68 inch swath
 - One Rough Mower
 - Zero radius
 - 42 to 48 inch swath
 - Bagging system

ADDITIONAL EQUIPMENT NEEDED:

Beyond mowers, there are many other pieces of equipment that are needed in the maintenance of the Golf Course. We provide this list as a sample of other equipment that you may wish to provide as a supplemental portion of the Equipment Maintenance Plan proposal.

Additional equipment, beyond mowers, that is needed over time includes:

- Two – Heavy Duty Utility Vehicles – 3,000 # payload
- Three – Medium Duty Utility Vehicles – 1,500 # payload
- Four – Light Weight Utility Vehicles – 800 # payload

- One – spinner top dresser

- Verti-cutter reels (that interchange with greens class mowers)

- One vibrating roller attachment

- One Large Blower (leaves and sand)

- Sweeper

- Trap rake attachments
 - Blade
 - Floating rake